



# NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

## CHAPTER: 16.7

### TITLE: POLICE CHAPLAIN PROGRAM

**EFFECTIVE: 10/22/2017**

**REVISED: Replaces Policy 376**

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#### PURPOSE

The New Orleans Police Department Police chaplain program is established to provide spiritual and emotional support to all members of the public, the Department, and their families.

#### POLICY

1. The Police chaplain program shall be a nondenominational, ecumenical ministry.
2. The Chaplain Supervisor shall coordinate the program and will be selected by the Superintendent of Police.

#### GOALS

3. Members of the Police chaplain program shall:
  - (a) Familiarize themselves with the role of law enforcement in the community.
  - (b) Serve as a resource for department personnel when dealing with the public in traumatic incidents such as accidental deaths, suicides, suicidal subjects, serious crashes, drug and alcohol abuse and other situations that may arise.
  - (c) Provide an additional link in the Department's community policing program between the community, clergy and the Department.
  - (d) Provide counseling and spiritual guidance when requested for department members and their families.

#### PROGRAM MEMBER REQUIREMENTS

4. Candidates for the Police chaplain program shall meet the following requirements:
  - (a) Must be of high moral character.
  - (b) Must be ecclesiastically certified (endorsed) by a recognized religious body.
  - (c) Must successfully complete departmental background investigation.
  - (d) Must be board eligible or board certified by the Association of Professional Chaplains (APC) or the National Association of Catholic Chaplains (NACC) and
  - (e) Must have at least five years of successful ministry experience within a recognized faith community.
  - (f) Possess a valid Louisiana driver's license.

**SELECTION PROCESS**

5. Chaplain candidates shall successfully complete the following process prior to deployment as a chaplain under this program:
  - (a) Submit a written request / application to the Chaplain Supervisor.
  - (b) Include a written recommendation from his/her faith's community elders, board or council with the request / application.
  - (c) Participate in a personal interview with the Superintendent of Police or his/her authorized designee and the Chaplain Supervisor.
  - (d) Complete a "field training" period of at least 3 months with a veteran member of the Police chaplain program designated by the Superintendent of Police or his/her authorized designee and the Chaplain Supervisor.

**DUTIES AND RESPONSIBILITIES**

6. The duties of a police chaplain include, but are not limited to:
  - (a) In the instance of an officer's death, the chaplain shall proceed to the private area of the hospital and await the arrival of the family.
  - (b) The Police Chaplain will assist the police department with notifications of an officer's death.
  - (c) In the case of serious injury, the chaplain shall report to the assigned waiting room (or other appropriate location within the hospital) to render his/her services to members of the Department, family members and the injured member.
  - (d) Visit sick or injured law enforcement personnel in the hospital or at home.
  - (e) When requested by the family, attend and assist with funerals of active or retired members of the Department.
  - (f) Assist commissioned members in the diffusion of a conflict or incident when requested by on-scene officers.
  - (g) Respond to the scene of natural and accidental deaths, suicides and attempted suicides, family disturbances and other incidents that, in the judgment of the District Platoon Commander or supervisor, aids in accomplishing the mission of the Department.
  - (h) Be on call, and if possible on-duty, during civil disturbances, major demonstrations or any public function that requires the presence of a large number of commissioned members.
  - (i) Counsel department members with personal issues or concerns, when requested by that department member.
  - (j) Attend department graduations, ceremonies and social events and offer invocations and benedictions, as requested.
  - (k) Respond to all major disasters, such as floods, bombings and similar critical incidents.
  - (l) Act as a liaison with various religious leaders of the community.
  - (m) Assist public safety personnel and the community in any other function of the clergy profession, as requested.
  - (n) Train to enhance effectiveness.
  - (o) Promptly facilitate requests for representatives or leaders of various denominations.
  - (p) Make referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.
7. Chaplains may not proselytize or attempt to recruit members of the Department or the public with whom they come into contact through the course of their duties for the NOPD into a religious affiliation.
8. Chaplains may not accept gratuities for any services, subsequent actions or follow-up

that was provided while on-duty as a chaplain for the New Orleans Police Department.

### **CLERGY-PENITENT CONFIDENTIALITY**

9. No person who provides chaplain services to members of the Department may be employed by the New Orleans Police Department in any capacity other than that of chaplain.
10. Department chaplains shall be familiar with state evidentiary laws and rules pertaining to the limits of the clergy-penitent privilege and shall inform department members when it appears reasonably likely that the member is discussing matters that are not subject to the clergy-penitent privilege (**CE. Art. 511**).
11. No chaplain shall provide counsel to or receive confidential communications from any New Orleans Police Department employee concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.

### **COMMAND STRUCTURE**

12. The Chaplain Supervisor is assigned to the Superintendent of Police or his/her authorized designee.
13. The Chaplain Supervisor shall serve as the liaison between the Chaplain Unit and the Superintendent of Police.
14. The Chaplain Supervisor will:
  - (a) Act as chairperson of all chaplain meetings,
  - (b) Prepare monthly assignment schedules,
  - (c) Maintain records on all activities of the Chaplain Unit,
  - (d) Coordinate activities that may concern the members of the Chaplain Unit and
  - (e) Arrange for training classes for chaplains.

### **OPERATIONAL GUIDELINES**

15. Chaplains will be scheduled to be on-call for a period of seven consecutive days each month.
16. Chaplains may ride with officers during any shift and observe New Orleans Police Department operations. The involved officers or supervisors may reject a chaplain's request to participate in a ride along.
17. Chaplains shall not be evaluators of department members.
18. In responding to incidents, a chaplain shall never function as a commissioned officer.
19. When responding to in-progress calls for service, chaplains are required to standby in a secure area until the situation has been deemed safe (Code 4) by on-scene officers or supervisors.
20. Chaplains are allowed access to current department personnel rosters, addresses, telephone numbers, duty assignments and other information that may assist in their duties.
21. Such information is restricted by law and considered private. Chaplains will exercise appropriate security measures to prevent viewing, copying, or distribution of the

information.

#### **IDENTIFICATION AND EQUIPMENT**

22. Chaplains shall be provided Departmental identification and any necessary safety equipment to perform his/her duties.

#### **TRAINING**

23. Training for chaplains particular to his/her duties will correspond to the requirements of the Association of Professional Chaplains (APC) or the National Association of Catholic Chaplains (NACC).
24. The Department shall provide information and the services of trainers to assist in the familiarization of department operations, regulations, applicable laws and the nature of police services.